



# The Adjutant General Directorate



## DD Form 93 (Record of Emergency Data) Commander's Brief

**BLUF:** The Vice Chief of Staff of the Army's direction to all leaders...

- Brief Soldiers on the current Death Gratuity options.
- Ensure all Soldiers are aware of the importance of their DD Form 93, Record of Emergency Data and how to reflect their intent for distribution of death gratuity.
- Also ensure Commanders use appropriate forums and tools to ensure Soldiers' spouses are aware of the changes so they are not surprised by spousal notification letters.

### What is Death Gratuity?

- The death gratuity is a one-time, non-taxable payment of \$100,000 to help survivors deal with the financial hardships that accompany the loss of a Soldier.
- It is a lump sum payment to the survivors or other individuals identified by the Soldier prior to death while on active duty or within 120 days after release from active duty if the death is due to a service-related disability.

### What is the intent of the \$100,000 Death Gratuity?

- To help survivors deal with the financial hardships that accompany the loss of their Soldier.



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### What is the Change in Law?

- Multiple changes in the law now allow a Soldier the flexibility to distribute their \$100,000 Death Gratuity to up to ten (10) different individuals in \$10,000 increments.
- Soldiers can elect to give the death gratuity to anyone they want including Family, friends, or even coworkers.

### Special considerations for Married Soldiers

- The Army will notify a spouse when their Soldier elects someone other than the spouse to receive any part of the death gratuity. The Army does this by sending a "Spousal Notification" letter.
- Spousal notification is required for Soldiers who are "Legally Separated" or "pending" a divorce but still married.
- The Army will NOT tell your spouse who you elected to receive your death gratuity.
- The Army will NOT tell your spouse how much of the death gratuity will go to anyone else.
- The Army WILL tell your spouse only that you elected to give a portion of your death gratuity to someone other than him/her.



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### What's the Rest of the Story?

- The old DD Form 93 (AUG 98) does not allow Soldiers to clearly tell the Army their true intent with respect to the new law that took effect on 1 Jul 08
- eMILPO (the Army's automated system for updating personnel records) currently reflects the old DD Form 93. The Army is updating that system, but in the meantime we need to use alternate systems.
- Many Soldiers who were not aware of their new options now want to make changes.
- Because the system in eMILPO used the old DD Form 93, Soldiers could not clearly reflect their intent for death gratuity. To fix this problem:
  - Any Soldier who has completed, reviewed, or initialed the AUG 98 version of the DD Form 93 on or after 1 Jul 08 must complete a new form on the JAN 08 paper form.
  - This includes all forms completed in eMILPO at any point on or after 1 Jul 08.
- Soldiers who updated or completed their DD Form 93 on the new version (Jan 2008) do not have to update their form unless they want to make changes.



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## This is a Command / Leader Responsibility

- Leaders at all levels need to engage Soldiers to review their individual situations and circumstances to make informed decisions.
- Married Soldiers must include their spouses in this process from the very beginning to ensure they are aware of their Soldier's intent.
  - Be an adult, have an adult conversation with your spouse and tell them why you made the choice you did.
- All Soldiers should review their DD Form 93 with their Family, or any other recipients, as part of normal pre-deployment and readiness activities.
- FRGs become even more critical in helping commanders educate Soldiers and Family members during pre-deployment operations or readiness preparations.
- Army personnel specialists must help commanders identify the Soldiers in their units who need to update the form.



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## BACK-UP CHARTS



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## Sample (Old DD Form 93)

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1. NAME (Last, First, Middle) Jones, Robert		2a. SSN 000-00-0000	b. INITIAL (To indicate valid SSN)	3a. SERVICE Army	b. REPORTING UNIT CODE DUTY STATION
4b. SPOUSE NAME Jones, Mary D		b. ADDRESS (Include ZIP Code) 123 Anywhere, Anytown NY 00000 (000) 000-0000			
5. CHILDREN a. NAME		b. RELATIONSHIP	c. DATE OF BIRTH (YYYYMMDD)	d. ADDRESS (Include ZIP Code)	
Jones, Tommy		Son	19900101	123 Anywhere Anytown, NY 00000	
Jones, Mary		Daughter	19900101	123 Anywhere, Anytown, NY 00000	
6a. FATHER NAME Jones, Harry		b. ADDRESS (Include ZIP Code) 1234 Anywhere, Anytown, NY 00000			
7a. MOTHER NAME Jones, Sylvia		b. ADDRESS (Include ZIP Code) 1234 Anywhere, Anytown, NY 00000			
8a. DO NOT NOTIFY DUE TO ILL HEALTH Jones, Sylvia (Mother)		b. NOTIFY INSTEAD Jones, Harry (Father) Contact info as stated			
9a. BENEFICIARY(IES) FOR DEATH GRATUITY (If no surviving spouse or child) Jones, Harry		b. ADDRESS (Include ZIP Code) 1234 Anywhere Anytown, NY 00000		c. PERCENTAGE 100	
10a. BENEFICIARY(IES) FOR UNPAID PAY/ ALLOWANCES Jones, Mary		b. ADDRESS (Include ZIP Code) 123 Anywhere, Anytown, NY 00000		c. PERCENTAGE 100	
11. ALLOTMENT DESIGNEE/PERCENTAGE IF MISSING (Subject to Secretarial determination) Jones, Mary (100)					
12. INSURANCE (SGLI and other Insurance Companies/Policy Numbers)		a. SGLI (Optional Service Use) <input checked="" type="checkbox"/> MAXIMUM <input type="checkbox"/> NO <input type="checkbox"/> OTHER (Amount)		b. INSURANCE COMPANIES/POLICY NUMBERS	
13. CONTINUATION/REMARKS					

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## Sample (New DD Form 93)

DD FORM 93, JAN 2008 - Page 2 of 4

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SECTION 2 - BENEFITS RELATED INFORMATION			
<b>11a. BENEFICIARY(IES) FOR DEATH GRATUITY</b> (Military only)	<b>b. RELATIONSHIP</b>	<b>c. ADDRESS (Include ZIP Code) AND TELEPHONE NUMBER</b>	<b>d. PERCENTAGE</b>
Jones, Mary	Spouse	123 Anywhere Anytown, NY 00000	80
Jones, Tommy	Son	123 Anywhere Anytown, NY 00000	10
Jones, Tammy	Daughter	123 Anywhere Anytown, NY 00000	10
<b>12a. BENEFICIARY(IES) FOR UNPAID PAY/ALLOWANCES</b> (Military only) <b>NAME AND RELATIONSHIP</b>		<b>b. ADDRESS (Include ZIP Code) AND TELEPHONE NUMBER</b>	<b>c. PERCENTAGE</b>
Jones, Mary		1234 Anywhere Anytown, NY 00000	100
<b>13a. PERSON AUTHORIZED TO DIRECT DISPOSITION (PADD)</b> (Military only) <b>NAME AND RELATIONSHIP</b>		<b>b. ADDRESS (Include ZIP Code) AND TELEPHONE NUMBER</b>	
Jones, Mary		1234 Anywhere Anytown, NY 00000	
<b>14. CONTINUATION/REMARKS</b> DEPT to be Jones, Mary			

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# The Adjutant General Directorate



## DD FORM 93

		Pre MAY 07	MAY 07	JAN 08	1 JUL 08	Present
Event	Status quo		Statute Changed. Allowed up to 50% to other than spouse.  No Spouse notification required.	Statute Changed. 100% to anyone in 10% increments (effective 1 JUL 08).  Adds spousal notification requirement.	Statutory change and new form in effect.	
	Valid/No Issues		ALARACT says Use Block 13 to designate up to 50% to other than spouse.  Valid/No Issues.	Processed under MAY 07 rules.  Valid/No Issues.	ALARACT: list spouse in block 9a to receive DG -- if executed incorrectly results in unintentional deletion of spouse as beneficiary.	Valid IF NOT updated or altered on/after 1 JUL 08.
DD FORM 93 AUG 98						
DD FORM 93 JAN 08	N/A	N/A		JAN 08 form published, DOD sets effective date of 1 JUL 08.	Valid if used.	Valid – must be used for all updates or changes to DG.